

STATE OF WISCONSIN
DEPARTMENT OF HEALTH AND FAMILY SERVICES
DIVISION OF MANAGEMENT & TECHNOLOGY
BUREAU OF FISCAL SERVICES

ACCOUNTING PROCEDURE

TOPIC: Section 10--Special Expense 10	EFFECTIVE DATE: 9/14/04
TITLE: Moving Stipend	REVISION DATE:
AUTHORIZED BY: Cheryl Thompson, Financial Manager	PAGE 1 OF 2

BACKGROUND

The attached Office of State Employment Relations (OSER) Memo provides information on moving stipend eligibility.

In accordance with Bureau of Personnel and Employment Relations procedures, information from the attached OSER Memo will be included in a revision to the *DHFS Supervisor's Manual*. The OSER Memo is incorporated into the *Accounting Policy and Procedures Manual* as current reference.

ATTACHMENT

OSER 8/5/04 OSER Memo on Moving Stipend Eligibility

CONTACTS **(DO NOT CONTACT OSER)**

Harlan Olson
Accounts Payable/Preaudit Section
(608) 267-9301

Jean Gevelinger, Chief
Accounts Payable/Preaudit Section
(608) 266-0594

STATE OF WISCONSIN
Office of State Employment Relations

Jim Doyle, Governor

Karen E. Timberlake, Director



SERVING PEOPLE
WHO SERVE WISCONSIN

101 E. Wilson St., 4th Floor
P.O. Box 7855
Madison, WI 53707-7855
Voice (608) 266-9820
FAX (608) 267-1020
TTY: Call Relay 711

<http://oser.state.wi.us>

DATE: August 5, 2004

TO: Agency HR Directors
Payroll Managers

FROM: Paul Ostrowski
Bureau of Compensation
Division of Compensation & Labor Relations

SUBJECT: Stipend Eligibility

Recently, questions have been raised regarding the difference between the eligibility of current employees and that of new hires for a stipend to cover miscellaneous moving expenses. The purpose of this memo is to address the difference.

According to s. 20.917(1)(e), Wis. Stats., "An appointee who receives payment under par. (c) may, at the discretion of the appointing authority, be paid a stipend." The paragraph referred to covers moving expenses for new hires or for individuals who left state service and return. The phrase "who receives payment" is very important because it indicates that the new employees must receive some moving expense reimbursement other than the stipend to be eligible for the stipend.

According to the same statute, current employees need only to be "eligible for payment" of moving expenses to be eligible to receive the stipend. Therefore, a current employee may be granted a stipend without having any other moving expenses reimbursed. (Note: If the move of a current employee is mandatory, the stipend **must** be paid.)

Please ensure that individuals responsible for making moving expense reimbursement decisions in your agency are aware of the difference stated above. Questions may be directed to me at paul.ostrowski@oser.state.wi.us or (608) 267-0343.

cc: Jim Pankratz
Michael Soehner